

Retention and Classification Report

Agency: District Court (Sixth District : Kane County) (1692)

Kane County Courthouse
76 North Main Street
Kanab, UT 84741
435-644-2052

Records Officer

28657	Administrative Files
28659	City lots sale records
28649	Civil case files
28646	Criminal case files
28658	Grand Jury reports
27773	Probate case files
28656	State Hospital commitment case files

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28657

1

TITLE: Administrative Files

DATES: 1909-1921

ARRANGEMENT: Chronological by order of business.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28659

1

TITLE: City lots sale records

DATES: 1899-1916

ARRANGEMENT: Chronological by date of creation.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28649

3

TITLE: Civil case files

DATES: 1920-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the civil cases handled by the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28646

3

TITLE: Criminal case files

DATES: 1923-

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of criminal cases and the work handled by the court.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28658

1

TITLE: Grand Jury reports

DATES: 1901-1912

ARRANGEMENT: Chronological by date of creation.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 27773

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

Case files pertaining primarily to the estates of deceased persons, minors, and the incompetent. May also include adoptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

AGENCY: District Court (Sixth District : Kane County)

SERIES: 27773

TITLE: Probate case files

(continued)

Exempt.

This series contains adoption case files which are sealed for 100 years in accordance with Utah Code 78B-6-141. Adoption decrees may be accessed by the adoptive parents and the adult adopted child.

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28656

3

TITLE: State Hospital commitment case files

DATES: 1918-

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains case files for individuals committed to the State Hospital by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of determining competency of individuals.

PRIMARY CLASSIFICATION:

Private

This series contains health information and other information about individuals that would be considered private for 75 years (Utah Code 63G-2-310).

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28656

TITLE: State Hospital commitment case files

(continued)

SECONDARY CLASSIFICATION(S):

Controlled.

This series may contain health information that is considered controlled for 75 years (Utah Code 63G-2-310).